



SC-PAY GRADE 9

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DUTIES AND FEATURES OF THE CLASS:

The employee in this position participates in the enforcement of County Codes. The incumbent works under the general supervision of the Chief Constable. The work requires knowledge of state laws, department official orders, rules and regulations, personnel policies, and procedures.

EXAMPLES OF WORK:

Responds to locations throughout Sussex County for the purpose of investigating complaints and completing assignments related to the enforcement of Sussex County Codes; works with all Sussex County departments to ensure that codes are properly enforced; prepares reports and maintains records of inspections performed covering conditions found, action taken, and recommendation made for further action; prepares letters to property owners, contractors and agents informing them of violation and method of correcting violations; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; assists with issuing summons for violations when appropriate; appears in court to ensure compliance in violation issues and to help prosecute cases when required; performs related work and other duties as outlined by the department head.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles, practices and procedures of investigation and code enforcement; ability to learn, interpret and apply County codes and ordinances; ability to work with little supervision and carry out assigned duties in a responsible manner; ability to establish and maintain effective working relationships with property owners, representatives from other agencies, staff, department heads, elected officials and the general public; ability to enforce codes and regulations firmly, tactfully and impartially; ability to think and act quickly in difficult situations.

QUALIFICATIONS:

Minimum High School diploma or GED, with previous code enforcement experience is preferred or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Proficient in Microsoft Office (Word, Excel, Outlook). Must have excellent communication skills, both orally and in writing as well as solid customer service skills.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Possession of a valid driver's license and acceptable driving record
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- 35-hour work week (Monday thru Friday 8:30 A.M. to 4:30 P.M.)

Revised 5/2016